

PERSONNEL COMMITTEE MINUTES

December 10, 2020

Present: Committee Chair, Ed Hollenbeck; Legislator Cliff Balliet; Legislator Dale Weston; Legislator Tracy Monell; Bethany O'Rourke, Personnel Officer; Linn Bruce, Civil Service Administrator and Amy Poff, Benefits Manager.

Guest(s): Legislative Chair, Marte Sauerbrey and Legislator William Standing

The meeting of the Tioga County Personnel Committee was called to order at 10:30 a.m.

- I. The Minutes of the November 5, 2020 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 384 authorized full-time positions, 355 of those filled, 10 not filled/unfunded and 19 not filled/funded. Part-time shows 70 authorized positions, 53 filled, 3 not filled/unfunded and 14 not filled/funded. The Backfill Salary Difference Report shows two changes since November's report with a YTD total \$91,431.70. The Change in Classification Report-Salary Impact shows no changes. The Temporary Appointments chart shows two Election Clerk positions ended November 20, 2020. Public Health is still recruiting for two (2) Public Health Educator positions.

Linn indicated that 17 Civil Service exams were postponed due to COVID-19. The State has resumed scheduling for most of them. We are working on getting back on track.

B. Amy Poff, Benefits Manager:

2020 Health Insurance:

In October, \$28,652.70 was paid out of the 2020 HRA with two additional employees reaching their deductible. Total HRA paid to date is \$705,847.20 with a total of seventy two (72) employees reaching their deductible, approximately 64% utilization.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for end of November 2020 was distributed for review. So far in 2020 we have collected \$3,785.00 (87.4%) of our projected revenues. We have spent 82.9% of our appropriations.

III. Old Business:

NYS Statewide Compensation Study: NYS contracted with SUNY to conduct a Statewide compensation study. Bethany volunteered to be a committee member in light of fact we were postponing our Non-Union analysis. The initial meeting was held virtually in November; however, Bethany was unable to attend. She reached

out to two associates that did attend and they voiced concern regarding the direction the study was going. In light of this, the NYS Association of Personnel & Civil Service Officers has decided not to participate in this study.

IV. New Business:

CSEA Ratification Vote: There have been talks with CSEA and the Deputies regarding rolling contract into 2021. CSEA has put out to membership and they are doing a paper ballot vote that is due tomorrow. Bethany should know the outcome by next week. If it passes we will need to do a resolution. There has been no word from the Deputies.

V. Resolutions:

- Appointment of Part-time Information Security Officer: The Information Security Officer is responsible for implementing and monitoring a consistent data security program. This resolution appoints Susan Haskett to the part-time Information Security Officer position for 2021 at an annual rate of \$2,511.
- Request for an Unaccredited Internship in the District Attorney's Office: Farrah Fiacco is enrolled in Elmira college and majoring in Legal Studies, Criminal Justice and Psychology and is required to complete 120 hours of internship on or before May 2021 through Career Services. This resolution authorizes the District Attorney's Office to have an unpaid intern in the District Attorney's Office. Ms. Fiacco will attend court sessions under the supervision of ADA Lillian Reardon and provide office support for the DA's Office under the supervision of Confidential Secretary to the DA, Carola Kovalovsky, until her obligations have been met.
- Authorize Contract Renewal CSEA Employee Benefit Fund: Resolution #276-11 authorized a contract with CSEA Benefit Fund to administer Solstice Vision and Dental plans for CSEA and Non-Union employees. This resolution authorizes the Chair of the Legislature to sign a contract with CSEA Employee Benefit Fund to facilitate the Solstice Dental and Solstice Vision plans for January 1, 2021 – December 31, 2021.
- Amend Resolution 176-94 as Amended by Resolution 281-17; Medicare Reimbursement: Resolution 281-17 amended Resolution 176-94 to set the Medicare Part B reimbursement rate for eligible retirees at \$115 per month for the period of February 1, 2018 through January 31, 2021 to be reviewed every three years. 2020 has been an unprecedented year due to COVID-19. Medicare Part B reimbursement rate for eligible retirees will remain at \$115 per month through January 31, 2022 and the Legislature will review again in 2021.
- Health Insurance Coverage for Dual County Retiree Spouses: There are occasions when both spouses are employed by and retire from the County AND dependent children are included in the health insurance coverage. In those situations, it does not make economic sense for either the employees/retirees or County to require two separate health insurance policies when each employee retires. The County recognizes this unique situation and is willing to make exception to the terms of the Policy as doing so is in the best interest of both the employees/retirees as well as

the County. Therefore, this resolution amends the policy to read:

1. *When an employee is eligible for retiree health insurance coverage upon retirement (hereinafter the “Retired Employee”) but instead of carrying own health insurance policy into retirement, chooses to continue coverage upon retirement under their County-retired spouse’s Family health insurance plan (hereinafter the “Subscriber Spouse”) the Retired Employee shall be allowed to re-enroll in County coverage at a later date when EITHER:

A) The dependent child(ren) are removed from the policy or are no longer eligible for coverage as dependents, OR
B) The Subscriber Spouse pre-deceases the Retired Employee, OR
C) Subscriber Spouse removes Retired Employee from the policy, Retired Employee may then enroll in County coverage.*
2. *The Retired Employee’s contribution toward retiree coverage shall be in accordance with the County Policy and based on what the Retired Employee qualified for at time of retirement.*
3. *When the Retired Employee experiences a status change as detailed in #1 A-C above, that is the only opportunity for Retired Employee to elect the retiree coverage that s/he qualified for upon retirement. If Retired Employee fails to elect coverage at time of the family status change, s/he waives the right to retiree coverage as a subscriber.*

- Authorize Appointment of Deputy Clerk to the Legislature: The full-time position of Deputy Clerk to the Legislature has been vacant since March 16, 2020. This resolution appoints Amy Eiklor as Deputy Clerk to the Legislature at an annual, non-union salary of \$38,500 effective January 4, 2021.
- Extend Duration of Temporary Accounting Associate I Position (Sheriff’s Office): This resolution extends the temporary AAI position on a part-time basis (up to 17 hours per week) through December 31, 2021.
- Amend Employee Handbook Section II-Ethics Rules, Schedule A: This resolution amends the Employee Handbook to identify the Director of Social Services as an additional position required to provide an annual financial disclosure.
- 2021 Staff Changes (Public Health): This resolution funds for a 2021 Director of Dental Health Services (Non-Union) position with a budget impact of \$53,738, Dental Health Coordinator (CSEA salary \$42,750) becomes Vacant/Unfunded and the current title of Early Intervention Service Coordinator (CSEA Grade X) is reclassified to Senior Early Intervention Service Coordinator (CSEA Grade XI) with a budget impact of +\$1,822. Nicole Whitmore will be promoted to the Director of Dental Health Services effective January 2, 2021.
- Authorize Retainer Agreement for Personnel Services: This resolution authorizes the Chair of the Legislature to execute a retainer agreement with Roemer, Wallens,

Gold & Mineaux LLP, retaining their services from January 1, 2021 through December 31, 2023.

- Amend Resolution 209-20 Authorize Purchase of Specific Excess and Employer's Liability Insurance for Workers' Compensation Program: This resolution amends resolution 209-20 to authorize the Tioga County Legislature to accept the two year policy option and purchase specific excess insurance through Midwest Employers Casualty Company for the period of January 1, 2021 through December 31, 2022 to be paid out of the 2021 and 2022 Self-Insurance budget.

VII. Meeting adjourned at 10:58